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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
NORTH CENTRAL DIVISION

INSTRUCTIONS RELATIVE TO HANDLING APPLICATIONS
FOR PAYMENT AND RELATED FORMS UNDER THE 1940
RANGE CONSERVATION PROGRAM IN COUNTY OFFICES
AND IN THE NEBRASKA STATE APPLICATION FOR PAY-
MENT SECTION, NORTH CENTRAL REGION.

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PART I - GENERAL

A. General Instructions

The instructions contained herein shall be followed in county offices and in the Application for Payment Section in Nebraska in handling applications and related forms under the 1940 Range Conservation Program. Applications will be prepared and computed in county offices and will include data for set-offs and assignments. After applications have been completed in the county office, signed by the applicants and certified by the county committee, the original and one copy thereof will be transmitted to the State office, accompanied by the original and one copy of RF-10.

The State office will check entries on applications against the 1940 Range Listing Sheet, check the names of applicants against the Register of Indebtedness, and verify all computations. If an error is found which can be corrected in the State office, RF-5 will be prepared and forwarded to the county office. If an error is found which cannot be corrected in the State office, RF-4 will be prepared, showing the nature of the error, and the application will be returned to the county office for correction. One copy of RF-10 will be returned to the county office, showing the ranch serial numbers of suspended applications.

Under the 1940 Range Conservation Program, it will not be necessary to prepare RF-7, List of Names of Persons Eligible to Execute Applications for Payment on Range Lands. However, a notation must be made opposite the ranch serial number on the range listing sheet as applications are prepared, in order that duplicate applications will not be prepared.

The instructions relating to corrections, fractions, initialing of corrections, signatures of applicants and certification of county committee, transmittal of forms, handling of cases involving undelivered checks, lost checks, deceased or incompetent applicants, claims and refunds, receiving forms, scheduling of applications for payment, maintaining State office progress records and submission of progress reports to the Director of the North Central Region, as contained in NCR-423 will, where applicable, be followed under the 1940 Range Conservation Program.

Where forms which were designed for use under the agricultural conservation program are used under the range conservation program, the letter "R" shall be entered after the titles thereof and the word "Range" shall be entered above the heading of the form.

PART II - APPLICATIONS FOR PAYMENT

A. General

After the county office has been advised by the State office of the rate of deduction for county association expenses, Form NCR-459 shall be prepared from Form NCR-457 for each ranching unit listed on the 1940 Range Listing Sheet except that no NCR-459 shall be prepared for any ranching unit on which the range land was pastured to the extent that the stand of grass has been decreased, or the forage, tree growth, or watershed injured by overgrazing in 1940.

If more than one person is entitled to receive a payment with respect to a ranching unit, the basic data for such ranching unit will be shown in Section II of the first Form NCR-459 prepared for the ranching unit. The payment data and data with respect to other farms and ranches for one of the persons will be shown in Sections III and IV, respectively. An additional NCR-459 will be prepared for each of the other persons who are entitled to receive payment. The State and county code, the ranch serial number, and the data for Sections III and IV will be shown on the NCR-459 prepared for each of such other persons. However, it will not be necessary to enter the data for Section II for such additional Forms NCR-459.

Entries made on applications for indebtedness or for assignments shall be made in accordance with the order of priority set forth in Part VII of NCR-423.

All entries on NCR-459, including the entries which are the results of computations, must be made with indelible pencil and must be made in a manner that will result in legible entries on all copies of such form.

B. Entries on Applications

1. Enter the State and county code and ranch serial number in the upper right-hand corner of NCR-459.
2. Make entries in Section II of NCR-459 as follows:
 - a. Obtain the entry for item 1 from Section I of NCR-457 following the words "Acres of range land." If such entry is less than 640 acres, do not prepare an application for the ranching unit.
 - b. Obtain the entry for item 2 from Section I of NCR-457 following the words "Grazing capacity in animal units."
 - c. Obtain the entry for item 4(a) from Section II, Practice No. 1, item 1 of NCR-457.

- d. Examine Section II, Practice No. 2, of NCR-457 to determine whether the word "yes" or the word "no" should be entered in item 5(a). If the percentage entry on NCR-457 is 25 percent or more, enter "yes" in item 5(a). If such percentage entry is less than 25 percent, enter "no" in item 5(a).
 - e. Obtain the entry for item 6(a) in the space following the words "Acreage reseeded," from Section II, Practice No. 3, item 1 of NCR-457.
 - f. Obtain the entry for item 6(b) in the space following the words "Pounds of seed sown" from Section II, Practice No. 3, item 2 of NCR-457.
 - g. Enter in items 7 to 13, inclusive, in column (a) the practice numbers and names of the range-building practices carried out on the ranching unit, other than range-building practices 1, 2, and 3.
 - (1) If entries are made for practice numbers 6 or 8 and such practices were carried out on more than one development on the ranching unit, separate entries must be made for each development.
 - (2) If an entry is made for Practice No. 8, separate entries should be made for excavations in soil or gravel and excavations in rock formation for each development. The words "Soil," "Gravel," or "Rock Formation" shall be entered in column (a) to the right of the practice number. If more than one entry is made for a development, bracket such entries in column (a).
 - h. Enter in column (b), on the line on which the practice number has been entered, the number of acres or units of such practice.
 - i. Enter in column (c) the rate for the range-building practice, the number of which is entered in column (a). The rates for range-building practices will be found in Section 2 of NCR-451.
3. Make entries in Section III of NCR-459 as follows:
- a. Print in item 1, column (a) the name of the ranch operator. Obtain this name from Section I, line 1 of NCR-457. In printing the name of any person, such name shall be printed in accordance with the instructions contained in Part III of NCR-423.
 - b. Enter in item 2(b) the applicant's percentage of payment. This percentage will always be 100 unless more than one person is entitled to receive payment with respect to the ranching unit. If more than one person is entitled to

receive payment with respect to the ranching unit, the percentage to which each person is entitled will be shown in Section IV, certification 1, of NCR-457.

- c. Enter in the blank space in item 7(a) the rate of deduction for county association expenses. Such rate will have been furnished by the State committee.
 - d. Before the entries, if any, may be made in items 8 and 9, it will be necessary that a determination be made as to whether the applicant is indebted to the United States Government, or whether he has assigned a part or all of his payment on Form ACP-69. To determine whether an applicant is indebted to the United States Government, check his name against the Register of Indebtedness, RF-12, and against Forms AAA-372 filed in the county office prior to February 10, 1940. If the name of the applicant is the same or similar to that of a name on RF-12, but the applicant is not indebted, prepare and attach RF-2 to the application. If any entry is to be made on an application from Form AAA-372, attach Form AAA-372 to the application. To determine whether the applicant has made an assignment, check the Form ACP-69 file. Make no entries on the application with respect to an ACP-69 if Section II thereof has not been signed by the assignee or if the assignee has released the assignment by signing in Section III thereof.
 - e. Determine the priority of the set-offs and assignments involved and print in column (a), items 8 and 9, in the order or priority, the name of the governmental agency to which the applicant is indebted and the name and address of the assignee. A separate entry should be made for each RF-12 attached to the application. If the set-off is being made pursuant to AAA-372, and the amount to be set off is expressed as a percentage of the payment, enter such percentage in column (a) following the name of the governmental agency. Examples of the manner in which entries for indebtedness are to be made will be found in Part VII of NCR-423.
 - f. Enter in the left half of column (b) opposite the name of the Governmental agency or opposite the name of the assignee the amount of the indebtedness or the unpaid amount of the assignment.
4. After the entry work has been completed in connection with Forms NCR-459, a review shall be made in the county office of a sufficient number of such forms to insure accuracy.

C. Computations on Applications

1. Make computations with respect to Section II of NCR-459 as follows:
 - a. Obtain item 3 by multiplying item 1 by \$0.02 and item 2 by \$1.00, and by adding such products. If the result is less than \$64.00, enter \$64.00 in item 3.
 - b. Obtain item 4(b) by dividing item 4(a) by item 1.
 - c. Obtain item 4(c) by multiplying the smaller of item 4(b) and 25 percent by 1.6 and multiplying such product by item 3.
 - d. If the word "No" has been entered in item 5(a), make no computations with respect to item 5(b). If the word "Yes" has been entered in item 5(a), obtain item 5(b) by multiplying the smaller of item 4(b) and 25 percent by 1.4 and multiplying such product by item 3.
 - e. Obtain item 6(a) by multiplying the entry shown in the blank space following the words "Acreage reseeded" by \$2.00.
 - f. Obtain item 6(b) by multiplying the entry shown in the blank space following the words "Pounds of seed sown" by \$0.20.
 - g. Enter in item 6(c) the smaller of items 6(a) and 6(b).
 - h. Obtain items 7 to 13, inclusive, column (d) by multiplying the entry in column (b) on each line by the entry in column (c) on such line.
 - (1) If an entry of more than 5,000 cubic yards has been made in column (b) for Practice No. 6 for any single development, multiply 5,000 cubic yards by \$0.15 and multiply the cubic yards in excess of 5,000 by \$0.10. Enter the sum of the multiplications in column (d).
 - (2) If the result of a computation with respect to Practice No. 8 for any single development is less than \$20, increase such amount to \$20; or if the result of a computation for a single development is in excess of \$75, reduce the entry in column (d) to \$75.
 - i. Obtain item 14 by adding the entries in items 4(c), 5(b), 6(c), and 7(d) to 13(d), inclusive.
 - j. Enter in item 15 the smaller of items 3 and 14.
2. Make computations with respect to Section III of NCR-459 as follows:
 - a. Obtain item 3 by multiplying Section II, item 15 by Section III, item 2.
 - b. Obtain item 4 by multiplying item 3 by the factor for adjustment in payment due to extent of participation.
 - c. Obtain the entry for item 5 from the table of payment increases given in Part VI of NCR-423.

- d. Obtain item 6 by adding items 4 and 5.
- e. Obtain item 7 multiplying item 6 by 100 percent minus the rate of deduction for county association expenses entered in 7(a).
- f. If no entries for set-offs or assignments have been made in items 8(a) or 9(a), enter in item 10(b) the entry in 7(b).
- g. If entries for set-offs and/or assignments have been made in items 8(a) and 9(a), proceed as follows:
 - (1) If a percentage entry has been entered in items 8(a) or 9(a) following the name and address of a governmental agency, multiply such percentage entry by the entry in item 7(b) and enter the result in the left half of item 8(b) or 9(b) opposite the name and address of the governmental agency.
 - (2) If an entry has been made in item 8(a) and no entry has been made in item 9(a),
 - (a) Enter in the right half of item 8(b) the smaller of the entries in the left half of item 8(b) and item 7(b).
 - (b) Enter in item 10(b) the result obtained by subtracting from item 7(b) the entry in the right half of item 8(b).
 - (3) If entries have been made in items 8(a) and 9(a),
 - (a) Obtain the entry for the right half of item 8(b) as set forth in paragraph g(2).
 - (b) Enter in the right half of item 9(b) the smaller of the entry in the left half of item 9(b) and the result obtained by subtracting from item 7(b) the entry in the right half of item 8(b).
 - (c) Enter in item 10(b) the result obtained by subtracting from item 7(b) the sum of the entries in the right half of items 8(b) and 9(b).
- h. If more than one person is entitled to receive a payment with respect to the ranching unit, computations with respect to Section III of the additional Forms NCR-459 will be made in the same manner.

PART III - EXAMINATION OF APPLICATIONS IN STATE OFFICE.

1. Determine that the State and county code and ranch serial number have been entered in the spaces provided therefor.
2. Determine that the entry in Section II, item 1 is equal to the entry for range land as shown in the applicable column of the range listing sheet, and that such entry is not less than 640 acres.
3. Determine that the entry in Section II, item 2 is equal to the entry for grazing capacity as shown in the applicable column of the listing sheet.
4. If an entry has been made in Section II, item 5(b), determine that the word "Yes" appears in item 5(a).
5. Determine that the rates for the soil-building practices in Section II, items 7 to 13, agree with the rates in Section 2 of NCR-451.
 - (a) If an entry has been made for Practice No. 8, determine that an indication has been made as to whether the practice was performed in soil, gravel, or rock formation.
6. Determine that the applicant has signed and entered his address in the spaces provided therefor in Section IV, and that he has answered the questions in Section IV.
7. Determine that a member of the county committee has signed in Section V and that a date has been entered showing the date the application was filed in the county office.
8. Determine that corrections on NCR-459 other than corrections which are the results of computations have been initialed by the member of the county committee who certified the application for payment.
9. Determine that no deletion has been made in any printed matter on NCR-459.

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